

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Distribution Coordinator/SCADA Operator	<u>Revision Date:</u> 07/19
		<u>EEO Category:</u> Skilled Craft Worker
		<u>Status:</u> Non-Exempt
		<u>Control No:</u> 30534

II.     Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Assistant Director/Operations Manager, Assistant Operations Manager/Distribution Supervisor, performs skilled and semi-skilled work pertaining to the operation and maintenance of the culinary drinking system. Functions as the internal SCADA (Supervisor Control and Data Acquisition) system technician, programming, repairs, and staff training. Provides guidance, coordination, and support for regulatory water quality compliance and backflow cross-connection prevention programs. Fills-in for the Distribution Supervisor in his/her absence.

III.    Essential Duties:

Crew Leader Duties

- Performs crew leader responsibilities in the day to day operations of the distribution crew.
- Responds to, resolves, and reports customer complaints. Recommends program improvements to solve ongoing complaints.
- Maintains and installs distribution system components (related to wells, boosters and PRV's, etc.).
- Operates and maintains various types of heavy, light and complex equipment used in the maintenance and construction of water systems (mini-excavators, dump trucks, power tools, hand tools, etc.).
- Initiates and monitors maintenance schedules for routine and project work; develops, revises and administers work order system.

Coordinator Duties

- Coordinates with SCADA contractors/consultants and internal distribution operators, to program, install, replace, operate and train others on the SCADA system.
- Determines best means and methods necessary for the job. Plans and schedules tank, well, booster and PRV maintenance.
- Provides expertise and support for other City departments.
- Prepares a yearly operational budget for the division and submits it to the Public Utilities Asst. Director / Operations Manager for approval. Oversees expenditure of funds allocated for the division.
- Coordinates activities with other supervisors, divisions, departments and agencies.
- Coordinates projects and upgrades with outside vendors and contractors/consultants.
- Tracks and maintains inventories of SCADA and distribution system parts.
- Generates work orders and checks for accuracy and inputs all work orders into CityWorks.

IV.    Marginal Duties

- Coordinates with engineering personnel on review and inspection of new developments.
- Responds to public inquiries, complaints, and requests.
- Fills-in for the Distribution Supervisor in his/her absence.
- Completes work orders and various other records pertaining to work activities.
- Performs other duties as assigned.

V.     Qualifications

**Education:** High School diploma or equivalent required. College degree and/or technical certifications preferred.

**Experience:** 8 years of experience or technical training in water works, SCADA, equipment operation, construction and/or closely related area is required to be eligible for this position.

**Certificates/Licenses:** SCADA technician certification required within one year of hire. CDL class A license must be obtained within 60 days of hire; must obtain a UDOT Flagging Certificate within three months of hire; Utah State Water Distribution Operator Grade 4 Certification required.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** Tools, machines, and equipment used in the operation, maintenance and construction of the water system; principles of maintenance and construction of water related projects; OSHA safety standards and EPA water standards and other related local, state and federal regulations; knowledge of and ability to set up safe work zones in accordance with OSHA and state standards; water system facilities, equipment and operations; all aspects of water distribution system; SCADA system, tanks, wells boosters, and PRVs; knowledge of the location of all tanks, wells, boosters, and PRVs as well as interconnections with neighboring systems in order to coordinate distribution of water both into and out of our system.

**Responsibility for:** the care, condition, and use of materials, equipment, money and tools use by assigned crew. Responsible for the day to day operations of assigned crew members to assure they are productive and that jobs are completed within guidelines given.

**Communications skills:** Ability to furnish and obtain information from other departments. Must be able to effectively communicate verbally and in writing with staff and customers. Must be able to file, maintain and retrieve manual and computer records and reports.

**Tool, Machine, Equipment Operation:** Regular use of office equipment including a smart phone, computer/tablet, meter reading system, calculator, hand tools. Must be familiar with heavy equipment used by the water construction crews to ensure that it is utilized properly and safely.

**Analytical Ability:** Must be able to generate reports from field data collected, in Excel and Word for use in budgeting and diagnostic decision making. Prioritize tasks, establish effective working relationships with employees and the public; perform most complex tasks without supervision.

VI Working Conditions:

*Physical Demands:* While performing duties of job, moderate climbing/balancing and constant stooping and kneeling are required; occasional lifting of up to 50 lbs.

*Work Environment:* Regular exposure to unpleasant or hazardous working conditions caused by water, noise, dust, heavy equipment, toxic fumes, traffic, heights, and high voltage equipment; work in trenches, vaults, and manholes; outdoor work in all types of weather; 24-hour on call status and answering a cell phone; seasonal shift work (including weekends and holidays) may be required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved classification specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_